



# Competitive Grant

A n n o u n c e m e n t

## Statewide Drug Court Enhancement Grants

**Fiscal Year**  
2003

**Submission Deadline**  
May 22, 2003

**BJA**

**U.S. Department of Justice**  
**Office of Justice Programs**  
810 Seventh Street NW.  
Washington, DC 20531

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**Office of Justice Programs**  
**Bureau of Justice Assistance**  
**Home Page**  
[www.ojp.usdoj.gov/BJA](http://www.ojp.usdoj.gov/BJA)

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The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime.

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# **Statewide Drug Court Enhancement Grants**

Grant Announcement

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The Bureau of Justice Assistance,  
Office of Justice Programs, announces the following:

## **Tribal Drug Courts**

Tribal jurisdictions interested in applying to implement or enhance a tribal drug court during fiscal year 2003 should apply using this solicitation. There will not be a separate solicitation for tribal drug courts.

## **Resource Guide for Drug Court Applicants**

BJA has developed the *Resource Guide for Drug Court Applicants* to assist you with the application process. This document is available only on the web at [www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm). This application kit frequently makes references to the resource guide.

## **Drug Court Planning Initiative**

The Fiscal Year 2003 Drug Court Planning Initiative will be announced separately. To receive an electronic announcement, visit [www.dcpj.ncjrs.org](http://www.dcpj.ncjrs.org).

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# TABLE OF CONTENTS

<b>Application Checklist</b>	1
<b>FY 2003 Program</b>	3
Background	3
FY 2003 Drug Court Grant Program	4
<b>Application Process</b>	7
Overview of the Grants Management System	7
1. Application for Federal Assistance (SF 424)	9
2. Program Narrative Attachments	9
A. Applicant Information Page	9
B. Abstract	10
C. Program Design	11
D. Time Task Plan	13
E. Applicant Certifications	13
3. Budget Detail Worksheet and Narrative Attachments	15
A. Sample Drug Court Budget	17
B. Budget Detail Worksheet	17
4. Assurances and Certifications	17
5. Authorization Letters	17

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# APPLICATION CHECKLIST

All applications must be submitted electronically through the Grants Management System (GMS) by 5 p.m. e.t. May 22, 2003. For further information on GMS, see page 7, or go to [www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm).

*Your GMS application must include (in the following order):*

\_\_\_\_\_ An Application for Federal Assistance (Standard Form 424). All data fields in the electronic form must be completed, see page 9.

\_\_\_\_\_ One Program Narrative file that includes the following:

- A. Applicant Information Page, see page 9.
- B. Abstract, see page 10.
- C. Program Design, see page 11.
- D. Time Task Plan, see page 13.
- E. Applicant Certifications, see page 13.

*Please note that you must upload one file per attachment. Only the most current file uploaded to the appropriate attachment will be saved as a part of the application.* Thus, if you do not assemble and attach the Applicant Information Page, Abstract, Program Design, Time Task Plan, and Applicant Certifications as one file, we will only receive the last file that you attached. For example, if an applicant initially attaches the Applicant Information Page and subsequently attaches the Abstract as a separate file, we will only receive the Abstract.

\_\_\_\_\_ A Budget Detail Worksheet and Narrative file, see page 15. (Must be attached under Budget Detail Worksheet Attachments in GMS.)

\_\_\_\_\_ The name of the authorizing official on the Assurances and Certifications screen. The authorizing official must review the Assurances and Certifications forms in their entirety (see page 17). The authorizing official does not need to submit signed hard copies of these forms to the Bureau of Justice Assistance.

\_\_\_\_\_ Authorization Letters (if applicable), see page 17. These items must be faxed to 202-354-4147 by 5 p.m. e.t. May 22, 2003. Be sure to include your assigned application number (e.g., 2003-Z001-MD-DC) on the top of each of the faxed documents for identification purposes.

(over)

**IMPORTANT NOTE:** Applications that do not meet the following formatting requirements will not be reviewed or considered for funding.

The Program Design is a description of the project to be implemented. This section must be:

1. Typed using a 12-point font.
2. Formatted with:
  - a. Double spacing.
  - b. Left justification.
  - c. 1-inch top, bottom, left, and right margins.
3. Submitted with all pages numbered.
4. Submitted with a Program Design that does not exceed the 16-page limit allowed for this grant category. The page limits do not include the Applicant Information Page, Abstract, Time Task Plan, Applicant Certifications, Budget Detail Worksheet and Narrative, Assurances and Certifications, and Authorization Letters.

**IMPORTANT NOTE:** The Drug Courts Program is authorized under Title I, Part EE, of the Omnibus Crime Control and Safe Streets Act of 1968, Pub. L. No. 90-351, Title I, 82 Stat. 197, as amended by the 21st Century Department of Justice Appropriations Authorization Act, Pub. L. No. 107-273, Division B, Title II, Subtitle C, 116 Stat. 1758 (2002). For FY 2003, Congress appropriated \$45 million to implement the program.

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# FY 2003 PROGRAM

## Background

In November 2002, BJA assumed responsibility for administering the Drug Court Grant Program and the Drug Court Training and Technical Assistance Program. The Drug Court Grant Program is a discretionary program designed to assist states, state courts, local courts, units of local government, and Indian tribal governments in developing and establishing drug courts for substance-abusing adult and juvenile offenders.

Drug court programs funded by the Drug Court Discretionary Grant Program are required by law to target nonviolent offenders and must implement a drug court based on the 10 key components. The term “drug court” means a specially designed court calendar or docket (a separate or special jurisdiction court is neither necessary nor encouraged).

For adult, family, and tribal drug courts, the term “violent offender” means a person who either:

- A. Is charged with or convicted of an offense during the course of which:
  - 1. The person carried, possessed, or used a firearm or other dangerous weapon.
  - 2. The person used force against another person.
  - 3. Death, or serious bodily injury, occurred to any person, without regard to whether any of the circumstances described above is an element of the offense or conduct of which or for which the person is charged or convicted.
- B. Has one or more prior convictions of a felony crime of violence involving the use or attempted use of force against a person with the intent to cause death or serious bodily harm.

For purposes of juvenile drug courts, the term “violent offender” means a juvenile who has been convicted of or adjudicated delinquent for an offense that:

- A. Has as an element, the use, attempted use, or threatened use of physical force against the person or property of another or the possession or use of a firearm.
- B. By its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

Applicants must provide written assurance that they will target nonviolent offenders as defined by statute. Further information on the Violent Offender Prohibition may be found in appendix A of the *Resource Guide for Drug Court Applicants*.



## **FY 2003 Drug Court Grant Program**

The FY 2003 Drug Court Grant Program is responsive to, and supportive of, developments in the field. As a result, BJA announces the availability of both implementation and enhancement grants. All applications must be submitted electronically via the Grants Management System by 5 p.m. e.t. May 22, 2003. See page 7 for further information on GMS.

### **1. Application Deadline and Formatting Requirements**

#### *Deadline*

All applications must be submitted electronically through the Grants Management System (GMS) by 5 p.m. e.t. May 22, 2003. See page 7 for further information on GMS.

#### *Formatting Requirements*

Applications that do not meet the following formatting requirements will not be reviewed or considered for funding.

The Program Design is a description of the project to be implemented. This section must be:

1. Typed using a 12-point font.
2. Formatted with:
  - a. Double spacing.
  - b. Left justification.
  - c. 1-inch top, bottom, left, and right margins.
3. Submitted with all pages numbered.
4. Submitted within the total 16-page limit allowed for this type of grant category. The page limits do not include the Applicant Information Page, Abstract, Time Task Plan, Applicant Certifications, Budget Detail Worksheet and Narrative, Assurances and Certifications, and Authorization Letters.

### **2. Application Review and Award Process**

Applications submitted in response to this solicitation will be reviewed by a panel of drug court professionals, who will make recommendations to OJP regarding the relative strengths of the applications. Reviewers will consider how well each applicant covers the information requested in these guidelines. No appendixes will be reviewed other than those required in the application. The reviewers will consider whether budgets are detailed, reasonable, and directly related to the proposed program. Priority will be given to innovative and comprehensive programs. Only programs containing the essential elements of treatment drug courts, described on page 4 of the *Resource Guide for Drug Court Applicants*, will be funded. The final award decision is by OJP.

Awards will be processed and mailed to the recipients by October 2003. Once funding decisions are made, a list of selected applicants will be available on the OJP home page at [www.ojp.usdoj.gov](http://www.ojp.usdoj.gov).

### ***Application Point System***

The following point values will be assigned to the corresponding application criteria:

- A. Description of the drug court movement in the state (20 points).
- B. Description of the type(s) of enhancement (75 points). [Insert the following statement before listing the four types of enhancements: "If multiple types of enhancements are proposed, each proposed enhancement will be rated on a scale of 0 to 75 and the average score will serve as the composite score on this criteria."]
- C. Budget Detail Worksheet and Budget Narrative (5 points). See the *Resource Guide for Drug Court Applicants* regarding the Budget Detail Worksheet and Narrative Attachment and Sample Drug Court Budget.

NOTE: The Time Task Plan will be rated as either satisfactory or unsatisfactory.



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# APPLICATION PROCESS

## Overview of the Grants Management System

In fiscal years 2001 and 2002, the Drug Court Discretionary Grant Program was one of several OJP programs to pilot the OJP online Grants Management System. GMS is a web-based grant management system designed to meet the requirements of all online Internet-based application submissions by external organizations and OJP internal application processing and grant administration requirements. BJA reviews and processes awards through GMS. Once you have begun the application process, you will be able to access help screens to answer questions regarding certain data fields and other aspects of GMS. You can access the FY 2003 Drug Court Grant Program Application Kit and a link to GMS from the OJP web site at [www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm).

Again in fiscal year 2003, grant applications to BJA must be submitted electronically. To assist you in submitting your application online, a GMS Applicant Procedures manual can be found at [www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm). Click on the “GMS Application Procedures Handbook” link.

It is critical that the person who submits the application is either the signing authority or has been delegated or designated as the signing authority by the appropriate entity. The application contains assurances and certifications that must be reviewed and accepted electronically by the authorizing official or the designated authorizing official. If either the authorizing official or designated authorizing official created a user profile and submitted an application in FY 2000 through FY 2002, he or she will not be required to create a new user profile for FY 2003. However, if he or she did not submit a prior application, his or her user profile must be approved by BJA by May 8, 2003 (2 weeks prior to the submission deadline of May 22, 2003).

If you submit application(s) to other OJP offices or bureaus, please use a separate user profile for each individual application. This will ensure that each user profile has a distinct application.

Only the most current file uploaded as an attachment is saved as part of the application. Thus, if you do not assemble and attach the Applicant Information Page, Abstract, Program Design, Time Task Plan, and Applicant Certifications as one file, we will only receive the last file that you attached. For example, if an applicant initially attaches the Applicant Information Page and subsequently attaches the Abstract as a separate file, we will only receive the Abstract.

If you do not have an Internet account established, please contact the GMS Hotline at 1-888-549-9901 for assistance in creating an account. Please be advised that applicants must use Netscape 4.75 or an equivalent browser for security purposes.

## **Instructions for Submitting Applications Online—Grants Management System**

Using an established Internet account, or after creating an account with GMS staff assistance, complete the following steps:

**Step 1.** Visit the GMS web site at [www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm).

**Step 2.** Click on the “Logon directly to the Grants Management System (GMS)” link.

**Step 3.** Follow the onscreen instructions. If you are a first time GMS user, click the “First Time User?” link. If you have any questions, refer to the Applicant Procedures or access applicable help screens. In the event that your questions cannot be addressed by accessing the online GMS reference tools, call the GMS Hotline at 1-888-549-9901 for assistance. Previous users should contact the GMS Hotline if they are having difficulty with their user ID and password.

**Step 4.** Submit your application online by 5 p.m. e.t. May 22, 2003. Do not procrastinate; new user profiles must be approved by BJA before submitting your application. All applicants must have their user information approved by BJA by 5 p.m. e.t. May 8, 2003.

**Step 5.** Fax letters of authorization and a copy of any active federal grant awards related to this effort (see page 17) to 202-354-4147 by 5 p.m. e.t. May 22, 2003. Include your GMS-assigned application number on all faxed documents for identification purposes.

For the purposes of this application kit, eligible applicants are states, state courts, local courts, counties, other units of local government, and Indian tribal governments, acting directly or through agreement with other public or private entities. Definitions of eligible applicants are provided in the Definitions section of the *Resource Guide for Drug Court Applicants*. All applicants must demonstrate that they have the management and financial capabilities to effectively plan and implement projects of the size and scope described in the application kit. Nonprofit and for-profit agencies are not eligible applicants.

For an application from a subunit of government (e.g., county probation department, district attorney’s office, pretrial services agency) to be considered, it must be authorized as representing an eligible applicant (described above). For example, the county executive may designate the county probation or county district attorney’s office as its representative for the purpose of application. A sample authorization letter can be found in the *Resource Guide for Drug Court Applicants*.

Any community that currently has, or previously had, a grant from BJA may submit an application; however, a compelling case must be made for the need for additional resources from BJA.

## 1. Application for Federal Assistance (SF 424)

After you have established a GMS user profile and selected the BJA solicitation, you are ready to move on to Step 1 of the application process. Step 1 is to complete the Application for Federal Assistance. This is a standard form used by most federal agencies. This form contains 18 different items that are to be completed. For instructions and information about the SF 424 form, see the *Resource Guide for Drug Court Applicants*.

## 2. Program Narrative Attachments

Step 2 of the application process is to attach the Program Narrative. The Program Narrative consists of six separate sections, all of which must be attached and submitted as one file. Only the most current file uploaded as an attachment is saved as part of the application. Thus, if you do not assemble and attach the Applicant Information Page, Abstract, Program Design, Time Task Plan, and Applicant Certifications as one file, we will only receive the last file that you attached. For example, if an applicant initially attaches the Applicant Information Page and subsequently attaches the Abstract as a separate file, we will only receive the Abstract. Please note that in order for your application to be considered for funding all six sections of the Program Narrative must be completed, and the page limits set forth in each section must not be exceeded.

### A. Applicant Information Page

The first section of the Program Narrative is the Applicant Information Page. The following information must be complete and provided in this order as listed.

1. Type of Drug Court.
  - a. Adult.
  - b. Family.
  - c. Juvenile.
  - d. Tribal.
2. Statewide Enhancement Grant. Select all that apply.
  - a. Tribal court.
  - b. State court.
  - c. Develop training programs.
  - d. Attend training programs.
  - e. Conduct process and/or outcome evaluations.
  - f. Develop an MIS.

3. Authorizing Official Information

- a. Name and job title.
- b. Agency.
- c. Address.
- d. Phone number.
- e. Fax number.
- f. E-mail address.

4. Applicant Contact Information

- a. Name and job title.
- b. Agency.
- c. Address.
- d. Phone number.
- e. Fax number.
- f. E-mail address.

5. Size of Jurisdiction

- a. Population of jurisdiction.
- b. Urban, suburban, or rural.
- c. State, local, or tribal community.
- d. Name of city and county where court is located.

6. Designation of jurisdiction by the U.S. Department of Housing and Urban Development as an Empowerment Zone or Enterprise Community.

- a. Applicants will identify themselves as such or state that this designation does not apply to their jurisdictions.
- b. Applicants will describe, in one paragraph, how they will target their drug court effort to their designated area.

7. Indicate whether your jurisdiction has ever received a planning grant from the Drug Court Discretionary Grant Program or participated in the Drug Court Planning Initiative. If you received a planning grant, include the grant number for the award. If you participated in the Drug Court Planning Initiative, indicate the dates of the training programs.

8. Indicate whether your jurisdiction has ever received a continuation, enhancement, implementation, or mini-grant from BJA. Include the grant number for each award.

9. Indicate whether or not the application is requesting federal funding to support:
  - a. Automated management information system development and/or implementation.
  - b. Process or outcome evaluation.

## **B. Abstract**

The second section of the Program Narrative must include a one-page summary of the program proposed for funding.

## **C. Program Design**

The third section of the Program Narrative is the Program Design.

Statewide Enhancement Grants are available to state-level agencies, such as the Administrative Office of the Courts or the Alcohol and Other Drug Agency, to establish evaluation and/or automated data collection system initiatives or to provide statewide training or technical assistance.

Statewide Enhancement Grants may be used to:

- A. Develop training programs to teach criminal and juvenile justice professionals, treatment providers, community members, researchers, and other stakeholders about drug court philosophy and/or the components of a drug court program.
- B. Attend training programs to teach criminal and juvenile justice professionals, treatment providers, community members, researchers, and other stakeholders about drug court philosophy and/or the components of adult, family, juvenile, and tribal drug court programs.
- C. Conduct process and/or outcome evaluations. Evaluation plans *must* incorporate the principles set forth in appendix C of the *Resource Guide for Drug Court Applicants*.
- D. Develop and implement an automated data collection system, or improve an existing system, for the drug court program.

Subject to the availability of an appropriation, Statewide Enhancement Grants are available for up to a total of \$300,000 in federal assistance and for up to 2 years. The Program Design must fully describe the enhancement(s) requested.

1. **Description of the Drug Court Movement in the State (3–4 pages):** Identify the number of operational drug courts in the state, provide an overview of the evaluation findings, and provide assurance that each program has incorporated the 10 key components set forth in the OJP publication *Defining Drug Courts: The Key Components* (see page 8).
2. **Description of the Type of Enhancement (6–12 pages):** An applicant may apply for one or more of the following types of statewide enhancements.



- a. If the application is to develop training programs for drug court practitioners, provide the following information:
  - 1) A full description of the proposed training program.
  - 2) Why federal funds are needed to develop training programs.
  - 3) The specific goals and objectives of the training(s).
  - 4) The planned target audience.
  - 5) How the training program(s) will be organized.
  - 6) The intended impact of the training(s).
  - 7) How the training program(s) will be evaluated.
  - 8) The intended followup after the training event(s).
  - 9) How the training program(s) will incorporate the 10 key components of a drug court (see the OJP publication *Defining Drug Courts: The Key Components*).
- b. If the application requests funds for drug court practitioners to attend training programs, provide the following information:
  - 1) The subject matter of the programs to be attended.
  - 2) A list of the drug court team members who will attend the trainings.
  - 3) How the trainings will benefit your drug court program.
  - 4) The intended followup after the training event(s).
- c. If the application is to conduct a process and/or outcome evaluation, provide the following information:
  - 1) The name of the independent evaluator who will work with the drug court to conduct the required process evaluation.
  - 2) How the process evaluation will help the drug court assess how it is meeting its operational and administrative goals and how to adjust policies and procedures, if warranted.
  - 3) The specific information that will be collected and analyzed as part of the process evaluation.
  - 4) The specific data elements that will be collected.
  - 5) How data will be collected for use in program operation and management.
  - 6) The specific quantifiable goals that will be tracked and the method for measuring progress toward those goals. (Applicants are strongly encouraged to review the Evaluation and Management Information System Plan component of the Implementation Grant category in appendix C from the *Resource Guide for Drug Court Applicants* for guidance on evaluations and management information systems.)

- d. If the application is to develop and implement an automated management information system, provide the following information:
- 1) A full description of the proposed MIS.
  - 2) Why the funds are needed.
  - 3) What problem will be addressed.
  - 4) How information is currently being collected and analyzed.
  - 5) Who will have direct online access to the MIS.
  - 6) Who will enter data into the MIS, how the MIS development will be organized, and who will be responsible for the project.
  - 7) Whether the MIS development will be integrated into existing systems.
  - 8) Whether and how the MIS development will expand existing capabilities.
  - 9) A list of consultants or trainers.
  - 10) A description of how the consultants or trainers will be used. Systems developed must be capable of collecting the data required for submission and supporting national evaluation activity (see appendix C from the *Resource Guide for Drug Court Applicants*).

**NOTE:** Grant recipients are required to submit a final evaluation and/or MIS plan prior to accessing funding for these activities.

**IMPORTANT NOTE:** Applicants applying for funds to conduct a process and/or outcome evaluation or to develop and implement an automated MIS must address special data collection and management issues. These issues include strategies for collecting uniform data elements across sites, how data will be shared across sites, how consistency of data definitions and data management will be addressed, and how difficulties related to different MIS, hardware, and software across sites will be overcome. Describe how operations and outcomes for different jurisdictions will be compared.

**IMPORTANT NOTE:** Recipients of drug court grant funds are required to attend MIS training (if receiving federal funds that are used to develop or implement an MIS).

## **D. Time Task Plan**

The fourth section of the Program Narrative is a Time Task Plan. As part of the Program Narrative, all applicants must submit a Time Task Plan for implementing the project to include a detailed time schedule. This plan must cover the entire grant period and include the following information.

1. The goals of the project. A goal is defined as the end toward which a program's efforts are directed. Goals can be presented as action statements indicating the ultimate purpose of a program. Goals must be realistic, quantifiable, and attainable.

2. The specific objectives and activities associated with each goal. An objective is defined as a specific effect, resulting from a program's activities, that must be achieved in pursuit of the program's ultimate goals.
3. The timeframes associated with each activity. An activity is defined as a service or function carried out by the program to achieve the stated objectives.
4. The person(s) responsible for ensuring that the activities are accomplished.

For a sample of a partial Time Task Plan, see the *Resource Guide for Drug Court Applicants*.

## **E. Applicant Certifications**

The fifth section of the Program Narrative is the Applicant Certifications. All applicants are required to provide written certification in response to each of the following items. Please provide a statement for each item as part of the Program Narrative file.

### **1. Civil Rights Issues**

Recipients of OJP financial assistance are required to comply with several federal Civil Rights laws, including the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act) (42 U.S.C. 3711, et seq.), as amended. The Safe Streets Act prohibits discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services. Accordingly, guidance is provided on the following three program areas for all grant recipients. Grant recipients must document how they plan to address these issues. Any recipients desiring further guidance on these points should contact OJP's Office for Civil Rights at 202-307-0690.

#### **a. 12-Step Program and Religious Discrimination**

Because the Safe Streets Act prohibits discrimination on the basis of religion, drug court grant recipients are prohibited from requiring individuals to participate in any substance abuse program that incorporates religious elements that are contrary to an individual's religious beliefs (mandatory participation in a substance abuse program that incorporates religious elements may also violate the U.S. Constitution). While requiring participation in some type of established recovery program does not run counter to the Safe Streets Act, numerous courts have found 12-step programs to be religious in nature. Therefore, if a drug court grant recipient uses a 12-step program as its primary method of treatment, it is required that the recipient also identify viable, alternative secular programs, which it can make available on an equal-access basis to individuals who object to the religious tenets of the 12-step program.

#### **b. Services to Limited-English-Proficient Persons**

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services,

including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov), or by contacting OJP's Office for Civil Rights at 202-307-0690, or by writing to the following address:

Office for Civil Rights  
Office of Justice Programs  
U.S. Department of Justice  
810 Seventh Street NW., Eighth Floor  
Washington, DC 20531

**c. Racial and Ethnic Preferences in Grantee Programs**

Because these statutes prohibit discrimination on the basis of race and national origin, programs funded by OJP must not condition the delivery of benefits and services on racial classifications. Recipients, therefore, should exercise diligence and caution in attempting to target programs and services to particular racial or ethnic groups. Absent clear evidence of past discrimination by recipients, programs that use race as a criterion for participation, or for providing a service, or benefit are generally impermissible.

**2. Certification required by 42 U.S.C. 3797u-3(d)(5)(6)**

- a. Applicants must certify that there has been appropriate consultation with all affected agencies and that there will be appropriate coordination with all affected agencies during the implementation of the program.

Specific examples of consultation and coordination, as well as the identities of the affected agencies, must be provided. For example, "The drug court will coordinate with the Brownville Unitarian Church to provide counseling services to its clients."

- b. Applicants must certify that participating offenders will be supervised by one or more designated judges with responsibility for the drug court program.

**3. Treatment Providers**

Applicants must provide certification that all treatment programs and providers used in the drug court program are licensed, certified, or accredited by appropriate state government or professional agencies.

**4. Violent Offenders**

Applicants must provide certification that violent offenders, as defined by 42 U.S.C. 3797u-2(a), will be excluded from drug court programs receiving funds under this program.

#### 5. Supplanting Prohibition

Applicants must provide certification that federal funds will be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that would otherwise be available for the same purpose. Potential supplanting will be subject to monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. (See 42 U.S.C. 3797u-3(d)(5).)

### 3. Budget Detail Worksheet and Narrative Attachments

The next step in the Application Process is the budget. The applicant must submit both a Budget Detail Worksheet and a Budget Narrative. The Budget Detail Worksheet provides the detailed computation for each budget item. The Budget Narrative justifies or explains each budget item and relates it to project activities. For guidance developing your drug court budget, you should pay careful attention to the Sample Drug Court Budget and the list of Unallowable Costs in the *Resource Guide for Drug Court Applicants*. A blank Budget Detail Worksheet appears in the *Resource Guide for Drug Court Applicants*.

Applicants applying for a Statewide Enhancement Grant are required to do the following:

1. Provide a Budget Detail Worksheet and Narrative (as found on pages 20–30 of the *Resource Guide for Drug Court Applicants*) that justifies or explains each budget item, relates it to project activities, and supports the number of clients projected for in the application. If applying for a multiple-year project, provide the following:
  - a. Complete Budget Detail Worksheet and Narrative for year 1 of the project.
  - b. Complete Budget Detail Worksheet and Narrative for year 2 of the project.
  - c. Year 1 and year 2 Budget Detail Worksheets and Narratives must be uploaded to the Budget Detail Worksheet Attachment as one file. Similarly, year 1 and 2 Budget Detail Worksheets and Narratives must be uploaded to the Budget Detail Worksheet Narrative Attachment as one file. Only the most current file uploaded as an attachment is saved as part of the application. If you do not assemble and attach year 1 and 2 as one file, we will only receive the last file that you attached. For example, if an applicant initially attaches year 1 as one file and subsequently attaches year 2 as a separate file, we will only receive year 2. Please note that in order for your application to be considered for funding all year 1 and year 2 Budget Detail Worksheets and Narratives must be submitted.
2. Applicants are reminded that federal funds allowable for this program will be 75 percent of the total project costs with a 25-percent match requirement. Match is restricted to the same use of funds as allowed for federal funds. As required by statute, a portion of the match must be in cash. The term “portion” is not defined. Please refer to the *Resource Guide for Drug Court*

*Applicants*, Program Provisions: D. Match Requirements, for more information on this match requirement. Applicants must note clearly on the Budget Detail Worksheet the budget items that represent local match. For example, the individual items that represent local match may be indicated with an asterisk.

3. The budget must be complete and reasonable.
4. It is imperative that the amount of federal funds requested in box A under “Estimated Funding” in GMS reflect the total amount of federal funds over the entire 1- or 2-year project period.
5. Similarly, the amount given in box B under “Estimated Funding” in GMS should reflect the entire 25-percent match requirement. Further, the Budget Detail Worksheets and Budget Narratives for each year of the proposed project period must reflect the federal request and the match amount.
6. Applicants must include detailed requests for data collection and evaluation costs. The amount budgeted should be sufficient to accomplish the data collection and evaluation plans described in the application, including the preparation of research reports. Budgets should distinguish MIS-related from evaluation costs, and internal vs. external staff costs.

## **A. Sample Drug Court Budget**

To view a sample Drug Court Budget, see the *Resource Guide for Drug Court Applicants*.

## **B. Budget Detail Worksheet**

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted. For a complete Budget Detail Worksheet, see the *Resource Guide for Drug Court Applicants*.

# **4. Assurances and Certifications**

The next step in the application process is the Assurances and Certifications. Please verify that the name, address, phone number, fax number, and e-mail address of the authorizing official on the Assurances (OJP Form 4000/3) and Certifications (OJP Form 4061/6) forms are correct. The authorizing official must review the Assurances and Certifications forms in their entirety.

Prior to accepting the Assurances and Certifications in GMS, please check the box at the bottom of the GMS Assurances and Certifications page.

“I have examined the information provided here regarding the signing authority and certify that it is accurate. I am the signing authority, or have been delegated or designated formally as the signing

authority by the appropriate authority or official, to provide the information requested throughout this application system on behalf of this jurisdiction. Information regarding the signing authority or delegation of such authority has been placed in a file and is available onsite for immediate review.”

To accept the Assurances and Certifications in GMS click on the Assurances and Certifications link and click the “Accept” button at the bottom of the screen. Copies of these forms appear in the *Resource Guide for Drug Court Applicants*. The authorizing official does not need to submit signed hard copies of these forms to BJA.

## **5. Authorization Letters**

Authorization Letters are required via fax as part of your application for funding. These items must be faxed to 202-354-4147 by 5 p.m. e.t. May 22, 2003. Be sure to include the application number that is assigned by GMS (e.g., 2003-Z001-MD-DC) on all faxed documents for identification purposes.

For the purposes of this application kit, eligible applicants are states, state courts, local courts, counties, other units of local government, and Indian tribal governments, acting directly or through agreement with other public or private entities. Definitions of eligible applicants are provided in the Definitions section of the *Resource Guide for Drug Court Applicants*. All applicants must demonstrate that they have the management and financial capabilities to effectively plan and implement projects of the size and scope described in the application kit. Nonprofit and for-profit agencies are not eligible applicants.

For an application from a subunit of an eligible government entity (e.g., county probation department, state and local district attorney’s office, pretrial services agency) to be considered, it must be expressly authorized to represent an eligible applicant (described above). For example, the county executive may designate the county probation or county district attorney’s office as its representative for the purpose of application. A sample authorization letter can be found in the *Resource Guide for Drug Court Applicants*.

# Bureau of Justice Assistance Information

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For information about BJA, its programs, and its funding opportunities, requesters can call the BJA Clearinghouse. The BJA Clearinghouse, a component of the National Criminal Justice Reference Service (NCJRS), shares BJA program information with state and local agencies and community groups across the country. Information specialists are available to provide reference and referral services, publication distribution, participation and support for conferences, and other networking and outreach activities. The clearinghouse can be reached by:

- ☐ **Mail**  
P.O. Box 6000  
Rockville, MD 20849-6000
- ☐ **Visit**  
2277 Research Boulevard  
Rockville, MD 20850
- ☐ **Telephone**  
1-800-688-4252  
Monday through Friday  
8:30 a.m. to 7 p.m.  
eastern time
- ☐ **Fax**  
301-519-5212
- ☐ **BJA Home Page**  
[www.ojp.usdoj.gov/BJA](http://www.ojp.usdoj.gov/BJA)
- ☐ **NCJRS Home Page**  
[www.ncjrs.org](http://www.ncjrs.org)
- ☐ **E-mail**  
[askncjrs@ncjrs.org](mailto:askncjrs@ncjrs.org)
- ☐ **JUSTINFO Newsletter**  
E-mail to [listproc@ncjrs.org](mailto:listproc@ncjrs.org)  
Leave the subject line blank  
In the body of the message,  
type:  
subscribe justinfo  
[your name]

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